



## HOUSING RULES AND REGULATIONS

The CAMPUS RESIDENCE is your home away from home. We will do our best to insure that you as residents are comfortable, and will try to accommodate most of your individual needs. For the safety, security, comfort and wellbeing of all, residents must abide by the rules and regulations that are listed below

1. Copy of the ID/Passport is required.
2. Removal of any of the equipment or furniture is **NOT allowed**.
3. Maintenance personnel are available for all repairs needed.
4. Fixing a broken device or furniture yourself is **NOT permitted**.
5. Smoking is not allowed anywhere in the residence.
6. Cleaning Schedule: Housekeeping is offered twice a week to include dusting, mopping, and bathroom. Bed sheets and linen will be turned over once a week. The Studio must be kept orderly to expedite cleaning services. Dishes are not part of the work scope. Tenants must strictly adhere to the housekeeping schedule.
7. All residents must observe quiet hours from **11p.m. to 8 a.m.**
8. Guest visiting hours are from **8 a.m. to 12 a.m.**
9. Guests are required to check in with the front desk.
10. Residents are responsible for the actions and behavior of their guest and bear all consequences of any violation of regulations.
11. The main entrance of the Campus Residence 1 is open **24 hours/7 days**.
12. Parking garage hours are from **7a.m. until 1 a.m.** Residents may exit the garage at any time, Residents arriving after 1 a.m. must register with Security at the main entrance.
13. Residents are required to regularly check the website in order to be kept informed of all announcements and instructions.
14. Safety First. Residents must abide by the Safety Regulations at all times.
15. Safe Box is provided for your convenience. Valuables should be kept under lock as we are not responsible for any lost item.
16. Zero Tolerance Policy. To insure your safety and comfort, Any Guest or Visitor who violates regulations and demonstrates improper behavior will be subject to citation and/or eviction.
17. We all love pets, unfortunately pets of any kind are not allowed in the premises.
18. Late Payment Fee: We understand that money transfer and deposit may take more time than anticipated. **A three (3) day** grace period is giving for rent to be cleared in the account. However, there is a **\$25** daily fee commencing from the end of the grace period.

I certify that I have read the Housing Rules and Regulations.

**Applicant Signature:**

**Date:**

### For Official Use Only

Date application received:     /     /

Room assigned:

Deposit received:

Received by: